



**TOWN OF WESTFORD**  
*Office of the Town Clerk*

2008 Election Season

## **CAMPAIGN FINANCE REPORTING GUIDELINES**

### Campaign Finance Reports

All candidates must file campaign finance forms whether or not any money has been spent campaigning for the May 6, 2008 election.

- Spending \$ on your campaign? Use the CPF M102 form
- Not spending any \$ on your campaign? Use the CPF M102-0 form
- Organizing a candidate's committee? Submit a CPF M101 form before fundraising begins
- Changing the Treasurer of an existing candidate's committee?  
Submit a CPF M T 101 form

### Dates to remember

#### Pre Election Report

**Due: 8 days prior to election (April 28, 2008) at the close of business.** This will include all financial activity through April 18, 2008 (10 days prior to the due date).

#### Post Election Report

**Due: 30 days after election (June 5, 2008) at the close of business.** This will include all financial activity through May 26, 2008.

- Remember that **at least 50 signatures** of Westford voters are needed in order to be nominated for an office. If you don't have the required signatures by the March 18<sup>th</sup> deadline, you may want to consider running a write-in campaign. Contact the Town Clerk's Office with any questions or for more information.
- **OCPF RESOURCES ON THE WEB**  
Campaign finance kits for municipal candidates are available from the OCPF website at <http://www.state.ma.us/ocpf/munikit.htm>

**Nomination Paper Filing Deadline: 5:00pm on Tuesday, March 18, 2008**